



DIGITAL ENCRYPTION INSTRUCTIONS FOR MICROSOFT OUTLOOK 2007



To digitally sign and encrypt emails, you must first publish your certificate to the Global Address Listing (GAL).

PUBLISH CERTIFICATE TO THE GAL

- **Launch Outlook.**
- **Select “Tools” → “Trust Center” → “E-mail Security”**
- **Under the heading “Encrypted Email”, make sure the box is checked beside the phrase “Add digital signature to outgoing messages” ONLY.**
- **Under the heading “Digital IDs (Certificates)”, select “Publish to GAL”.**
- **Click Okay if a pop-up box appears.**
- **Enter your Pin Number.**
- **Click OK**



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TO SEND ENCRYPTED EMAIL

- Type the new email as normal.
- Before sending:



- Look for a blue “encrypt” button on the message (principal) tab for the new message.
- Select the blue encrypt icon (the red “sign” icon should already be selected)
- Send the message.